UNITED NATIONS **ST**

Secretariat

ST/IC/1993/59
25 October 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: 1994 COMPETITIVE EXAMINATION FOR FRENCH LANGUAGE TEACHERS

1. A competitive examination for the recruitment of French language teachers will be held on 17 February 1994 at United Nations Headquarters in New York. The purpose of this examination is to establish a roster from which future vacancies for French language teachers in the French programme of the Training Service (Office of Human Resources Management) at Headquarters will be filled.

2. The examination is open to staff members of the Secretariat (General Service and related categories) working at Headquarters and to other qualified persons, including French teachers who are working part-time at Headquarters. Part-time teachers at Headquarters, staff members from subsidiary organs of the United Nations and those working for a United Nations body, fund or specific programme or assigned to special missions are considered outside candidates for the purpose of this examination.

3. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language; 1/

(b) Hold a university diploma at the maîtrise level in applied linguistics, linguistics, language teaching, languages or similar field;

(c) Have at least five years' experience in teaching French as a second language or foreign language to adults, preferably in a professional setting;

(d) Have a good knowledge of English. Knowledge of other official languages would be desirable. The Board of Examiners, appointed by the Director of Personnel, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course

must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses must substantiate their claims to knowledge of those languages by attaching to their application a photocopy (not the original) of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of those languages;

(e) Be acquainted with data processing and word processing.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

5. The written examination will consist of the following two papers:

Paper 1. Brief discussions of language teaching, preparation of teaching material and knowledge of the French language (one and three-quarter hours);

Paper 2. Several practical problems and a lesson plan (one and a half hours).

The use of reference material is NOT permitted during the examination.

6. On the basis of the results obtained in written examination, the Board of Examiners will invite selected candidates to the second phase of the examination, which will, in principle, take place four to six weeks after the written papers and will consist of the candidates' teaching a class before the Board of Examiners. The Board of Examiners will review their observations and discuss them with each of the candidates. The Board will then interview each candidate to assess general culture, professional experience, knowledge of the United Nations and ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered a teaching assignment.

7. On the basis of the overall results of the examination, the Board will recommend to the Director of Personnel the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

8. Full-time French teachers with the United Nations must teach an average of 15 course hours per week and devote an equivalent number of work-hours (an average of 15) to course preparation and correcting students' work. In addition, every full-time French teacher is assigned six hours of teaching-related work per week. This work involves tasks such as the drafting and updating of teaching materials and quarterly examinations, the preparation, administration and evaluation of language proficiency examinations, the design of specialized courses and communication courses, consultations with students and participation in meetings and seminars.

9. For additional information on the salary scales for language teachers at Headquarters, please consult Information Circular ST/IC/1992/52 of 20 September 1993.

10. Staff members who wish to apply for the examination should complete the attached form and submit it, NOT LATER THAN 30 NOVEMBER 1993, to:

Competitive Examination for French Language Teachers
General Service Staffing Section
Room DC1-0200
United Nations Secretariat
New York, N.Y. 10017

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

APPLICATION

COMPETITIVE EXAMINATION FOR FRENCH LANGUAGE TEACHERS

INDEX NO. 1/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ _____ Expiration date: _____

Department/Office 2/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

(If yes, which examination(s)): _____

What is your main language? 3/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 4/

Language(s)	United Nations language programme (Indicate highest level and date)	Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University diploma(s) or equivalent qualification 5/

Name of institution (Place and country)	Language of instruction	Attended from/to month/year	Attended from/to month/year	Diploma or equivalent qualification 5/	Main field of study

D. Describe (giving dates and duration) your professional experience as regards the teaching of French, and word processing and data processing.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

Notes

1/ Appears normally on your monthly salary statement and Personnel Action (P.5) forms. If not, please contact your Personnel Officer to obtain the number.

2/ E.g., Office of General Services, Division of Science, Technology, Energy, the Environment and Natural Resources, Office of Human Resources Management, etc.

3/ "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

4/ Candidates claiming knowledge of other official languages must substantiate their claims in accordance with the provisions of paragraph 3 (d) above.

5/ Give exact name in the original language. Do not translate or equate. Attach copy of university diplomas.

UNITED NATIONS

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Secretariat

ST/IC/1993/60
3 November 1993

INFORMATION CIRCULAR

To: Members of staff at Headquarters

From: The Director of Personnel

Subject: POST ADJUSTMENT CLASSIFICATION FOR NEW YORK*

1. The International Civil Service Commission has determined that the requirement for the application of post adjustment multiplier 44.4 for staff in the Professional and higher categories serving in New York has been met as of 1 November 1993. Accordingly, the Secretary-General has authorized the implementation of post adjustment multiplier 44.4 as of that date.

2. The annual amounts of post adjustment at multiplier 44.4 for each salary level a step are shown in the annex to the present circular.

3. The implementation of the revised post adjustment multiplier will be reflected in the end-of-November 1993 payroll.

* Personnel Manual index No. 3180.

Annex

POST ADJUSTMENT MULTIPLIER 44.4

(In United States dollars)

Effective 1 November 1993

		S T E P S														
Level		**I**	**II**	**III**	**IV**	**V**	**VI**	**VII**	**VIII**	**IX**	**X**	**XI**	**XII**	**XIII**	**XIV**	**XV**
Under-Secretary-General																
USG	Net D	36589.82														
	Net S	34696.17														
Assistant-Secretary-General																
ASG	Net D	35393.90														
	Net S	32006.63														
Director																
D-2	Net D	29619.68	30197.33	30774.97	31352.17	31929.82	32507.46									
	Net S	27165.25	27649.21	28133.62	28617.58	29101.98	29586.38									
Principal Officer																
D-1	Net D	26572.07	27066.66	27561.30	28055.03	28549.64	29044.26	29538.88	30033.49	30527.66						
	Net S	24884.66	25000.75	25439.42	25883.23	26287.93	26682.62	27087.32	27512.02	27926.27						
Senior Officer																
P-5	Net D	23796.40	24246.96	24693.50	25141.06	25588.61	26036.72	26483.27	26930.82	27377.93	27825.48	28273.03	28720.14	29167.69		
	Net S	22053.04	22457.08	22860.67	23264.27	23667.86	24071.02	24474.61	24878.65	25281.80	25680.54	26036.16	26410.90	26786.08		
First Officer																
P-4	Net D	20100.32	20537.22	20973.23	21409.24	21846.13	22282.14	22718.59	23155.04	23591.50	24027.50	24463.51	24900.65	25336.66	25773.31	26209.76
	Net S	18693.73	19092.00	19486.94	19886.32	20284.56	20681.52	21079.34	21473.17	21868.56	22258.94	22653.32	23047.60	23440.98	23834.36	24227.75
Second Officer																
P-3	Net D	16878.22	17288.03	17696.28	18107.65	18517.91	18927.72	19337.53	19747.79	20157.60	20567.86	20977.67	21387.48	21797.29	22207.10	22617.36
	Net S	15770.66	16142.06	16513.25	16883.99	17255.62	17626.36	17996.87	18372.72	18745.68	19119.53	19493.38	19866.34	20239.74	20613.14	20986.99
Associate Officer																
P-2	Net D	13993.55	14360.74	14727.04	15093.78	15460.08	15826.82	16193.57	16559.87	16927.06	17293.36	17659.66	18026.84			
	Net S	13143.73	13479.40	13812.84	14146.73	14480.62	14814.50	15148.39	15481.84	15815.28	16146.95	16478.62	16810.73			
Assistant Officer																
P-1	Net D	11077.36	11430.34	11782.43	12134.86	12487.06	12839.18	13192.13	13544.22	13896.31	14248.65					
	Net S	10462.66	10788.76	11112.43	11436.55	11759.78	12083.46	12407.58	12731.26	13054.49	13377.72					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

UNITED NATIONS **ST**

Secretariat

ST/IC/1993/61
8 November 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND FOR STAFF IN THE FIELD SERVICE CATEGORY*

1. The current procedure for adjusting the scale of pensionable remuneration for staff in the Professional and higher categories provides for the scale to be revised on the same date as the net remuneration amounts (base salary plus post adjustment) of staff in the Professional and higher categories in New York are adjusted. The scale of pensionable remuneration is adjusted by a uniform percentage equal to the weighted average percentage increase in total net remuneration in New York.

2. As indicated in information circular ST/IC/1993/60 of 3 November 1993, upon determination by the International Civil Service Commission (ICSC) that post adjustment multiplier 44.4 for staff in the Professional and higher categories in New York was due as of 1 November 1993, the Secretary-General has authorized the implementation of the revised post adjustment multiplier in New York with effect from 1 November 1993.

3. In accordance with the procedure described in paragraph 1 above, the Chairman of ICSC has promulgated the consequent revised scale of pensionable remuneration applicable to staff in the Professional and higher categories with effect from 1 November 1993. The revised scale reflects an across-the-board increase of 1.83 per cent over the previous scale effective 1 November 1992. The revised scale is reproduced in annex I to the present circular.

4. In accordance with past practice, the pensionable remuneration amounts for staff in the Field Service category will also be revised upward by 1.83 per cent with effect from 1 November 1993. The revised scale is set out in annex II to the present circular.

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* Personnel Manual index No. 3300.

5. The November 1993 statement of earnings and deductions will reflect the changes in the monthly pension contributions resulting from the revised scales of pensionable remuneration contained in annexes I and II to the present circular.

Annex I

PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES

(In United States dollars)

Effective 1 November 1993

	Steps														
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General USG	151 972														
Assistant Secretary-General ASG	140 612														
Director D-2	117 630	120 454	123 115	125 879	128 704	131 593									
Principal Officer D-1	103 712	106 063	108 462	110 813	113 220	115 607	117 917	120 275	122 678						
Senior Officer P-5	92 067	94 177	96 197	98 256	100 389	102 366	104 473	106 905	109 081	111 123	113 203	115 321	117 479		
First Officer P-4	75 690	77 696	79 690	81 590	83 656	85 645	87 666	89 908	91 965	94 146	95 601	97 660	99 763	101 912	104 108
Second Officer P-3	62 019	63 945	65 806	67 582	69 414	71 222	73 149	75 454	76 965	79 000	80 494	82 270	84 109	85 989	87 912
Associate Officer P-2	50 126	51 727	53 244	54 870	56 494	57 976	59 590	61 484	63 276	64 896	66 153	67 436			
Assistant Officer P-1	39 307	40 656	41 851	43 069	44 413	45 617	47 061	48 943	50 531	51 980					

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Annex II

PENSIONABLE REMUNERATION FOR STAFF IN THE FIELD SERVICE CATEGORY

(In United States dollars)

Effective 1 November 1993

	Steps														
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
FS-7	72 709	74 735	76 761	78 788	80 813	82 841	84 866	86 893	88 917	90 945	92 846	94 995			
FS-6	59 970	61 313	62 657	64 000	65 345	66 688	68 031	69 375	70 718	72 064	73 406	74 750			
FS-5	47 410	48 645	49 880	51 116	52 353	53 587	54 823	56 058	57 295	58 529	59 765	61 000	62 236		
FS-4	38 881	39 962	41 044	42 124	43 206	44 287	45 370	46 449	47 532	48 613	49 695	50 775	51 857	52 938	54 020
FS-3	31 428	32 452	33 503	34 541	35 580	36 617	37 680	38 771	39 848	40 939	42 017	43 146	44 276	45 406	46 535
FS-2	27 577	28 471	29 364	30 259	31 151	32 056	32 990	33 911	34 844	35 775	37 641	38 573			
FS-1	24 476	25 160	25 841	26 527	27 315	28 116	28 903	29 705	30 494	31 282					